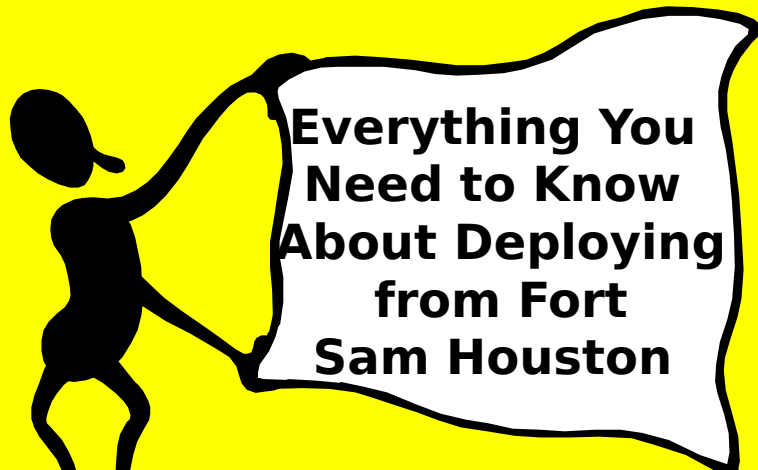


A necessary resource for all deploying soldiers  
and for those that process deployments.

# Deploying FOR DUMMIES

1st Edition (Version 1.5)

An  
**S.O.P.**  
for the  
**Rest of**



Everything You  
Need to Know  
About Deploying  
from Fort  
Sam Houston

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264 <sup>th</sup> Med Bn S3 NCOIC	1-3779
264 <sup>th</sup> Med Bn S3 OIC	1-3774
264 <sup>th</sup> Med Battalion XO	1-3726
32d Med Brigade S3 SGM	1-
4027	
32d Med Brigade S3 OIC	1-

## Introduction

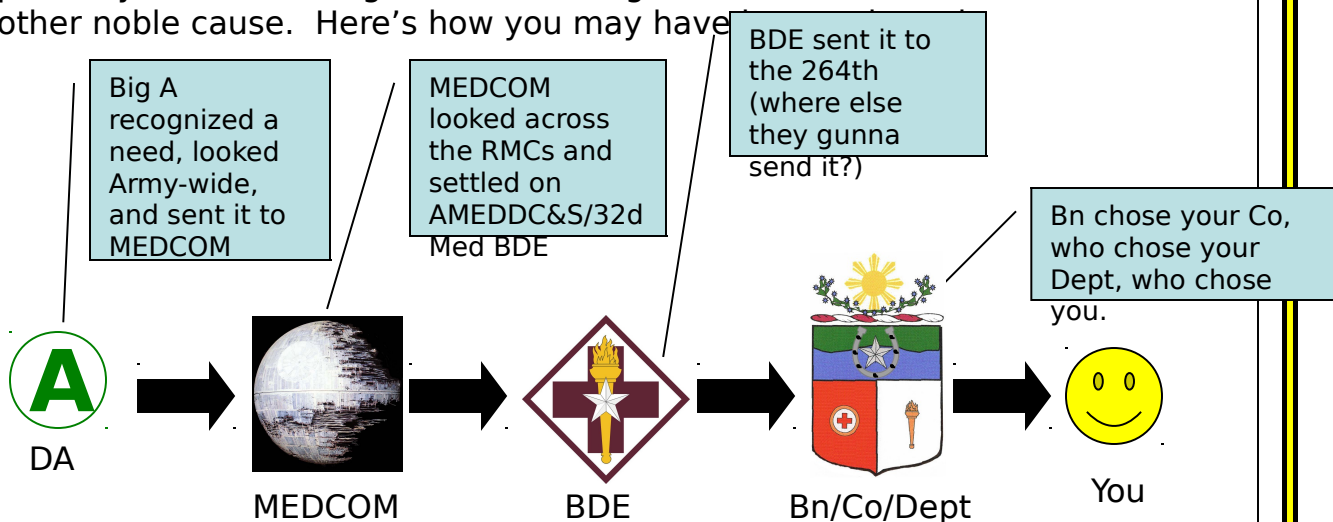
So you've been selected to deploy from Fort Sam Houston. Congratulations . . . or I'm sorry, whichever applies best to your situation. Regardless, deploying from Ft Sam can be a bumpy road for the unwary traveler, but it does not have to be this way for you. There are plenty of people to help you along the way and this guide will tell you everything you need to know to make the process as smooth as possible.

This guide will take you step-by-step through the process, whether your deployment is considered a Temporary Change of Station (TCS) or Temporary Duty (TDY). Each has subtle differences, but the end result is the same . . . you leave Ft Sam healthy and happy . . . well, at least healthy.

Deploying for Dummies is a somewhat unconventional SOP, but it's one that you will hopefully find to be user-friendly and quite helpful. Deploying can be painful- for you, your family, and your department. The process, however, should not be. If you find that anything in this guide is

**Why You?** please let the Battalion S3 know so we can fix it for the next deploying Soldier.

Why not you? You are certainly qualified. Cheer up, your deployment probably has something to do with the global war on terrorism or some other noble cause. Here's how you may have



Along the way, the tasking was probably passed around and weaseled-out-of multiple times, which is why it may have gotten to you so late. Thus, you may be faced with a short-notice deployment. You are either the most qualified, most available, or most expendable!

# Deploying for DUMMIES

Page 3

**START**

So you've been tasked to deploy and now you have to get out of Oz, I mean Ft Sam. Just follow the Yellow Brick Road! But watch out for falling houses and flying monkeys.

S3 will take the Info Sheet and generate an ARTS memo (p.5), which you can use in lieu of orders to expedite your processing (i.e. SRP, passport).

The Mob. Office will give you the SRP checklist (p. 6). Get started early; some offices have specific times for deploying soldiers.

Complete the Antiterrorism on-line training (<https://atlevel1.dtic.mil/at/>) and fax a copy of your certificate to Bn S3 (1-3791) and the security office (1-8201). AT training expires one year from completion.

Visit CIF for a partial issue.

If you are an Individual Replacement, you may have to process through the CONUS Replacement Center at Ft. Bliss or Ft. Benning. **Go to the CRC website** (see p.9). These sites have all the info you need about processing through the CRC. Make a CRC reservation by e-mailing the registration form or calling 1-800-582-5552 (p.9).

Make travel arrangements through Carlson Travel (bldg 367, 225-5370). If you will be TDY, Mary Jane\* can help.

## Lucky You

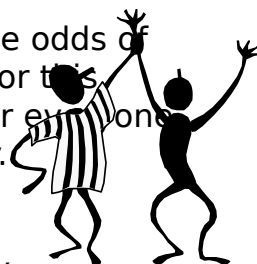


3,720 to 1: the odds of successfully navigating an asteroid field in the Millennium Falcon.

240,000 to 1: the odds of being struck by lightning this year.

435,897 to 1: the odds of winning the Texas Cash 5 lottery jackpot.

706,000 to 1: the odds of being selected for this deployment over everyone else in the Army.



You're on a lucky



That's right, his name is really Cleveland Brown!

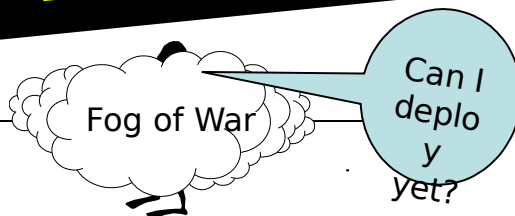
If you are TDY, S3 will notify S4, where Mary Jane Rodriguez (bldg 1385, 1-3691) will process your 1610. S3 will coordinate for the fund-site, then MJ will get with Budget for your funding. OCONUS TDY requires a TDY request memo to the AMEDDC&S XO (p.11) and approval from the CG.

**DEPLOY**

\* That's Mary Jane Rodriguez . . . we would never condone illegal drugs, even for deploying

# Deploying for DUMMIES

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## Is that all?

Of course not! Every deployment is slightly different and there may be a few more or a few less requirements specifically for you. Check the ARTS Memo and your orders. Many of you don't need to go to CRC; you'll link up with a mobilizing unit and deploy with them. It behooves you to contact that unit as soon as possible. Some deployment locations have specific requirements such as Honduras, which requires a country/theater clearance for deploying personnel. When in doubt, contact S3 and we'll help you meet whatever requirements or answer any questions.

## **Information Sheet (Bn S3 will e-mail you this info sheet to fill out)**

The following information is required to process the identified individual for movement:

Name (Last, First):

SSN:

Grade/Rank:

MOS/AOC:

Duty Title/Position:

Department:

Soldier's duty phone number:

Soldier's Email Address:

Date of Birth (DD/MM/YY):

Place of Birth:

Date of last SRP (DD/MM/YY):

Profile with PULHES (Provide copy of profile):

Date of last HIV Test (DD/MM/YY):

Date (DD/MM/YY) and length of last visit to destination (To location of deployment):

Passport Number, date of issue and place of issue (If Applicable):

Date of ATFP Level One Training (Website: <http://www.at-awareness.org/> Password: "aware", provide copy of certificate to Mr. Lewis Fax#221-8201 & Bn S-3 Fax#221-3791):

Date of OCONUS Area Specific Brief (DD/MM/YY, Provide Memorandum to Bn S-3):  
Schedule an appointment with Mr. [Elbert.lewis@amedd.army.mil](mailto:Elbert.lewis@amedd.army.mil) Phone#221-8200, ATFP cert. required

Level of security clearance (Provide Memorandum to Bn S-3):  
Requested thru Mr. [Elbert.lewis@amedd.army.mil](mailto:Elbert.lewis@amedd.army.mil) Phone#221-8200, ATFP cert. required

Supervisor's information (Name, rank, duty phone, fax and Email, Address):

Rank & Name:

Duty Phone:

Fax Number:

Email Address:

Complete unit/dept. mailing address and unit phone, unit Fax include UTC:

X Co/DEPT, 264<sup>th</sup> Medical Battalion (W3VZXX)

2108 9th Street, Suite 105, Bldg 1385

Fort Sam Houston, TX 78234



## **While you're away**

While you're working hard somewhere across the globe, your unit is still concerned about you and your family. Expect your company to maintain regular contact with you via e-mail or phone if possible. In fact, don't be surprised if the CG gives you or your family a call to see how things are going.

# Deploying

for

# DUMMIES

Page 5

## ARTS Memo

### DEPARTMENT OF THE ARMY

32nd MEDICAL BRIGADE, U.S. ARMY MEDICAL DEPARTMENT  
CENTER AND SCHOOL  
235 HARNEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO  
ATTENTION  
OF:

S: 2/10/2005  
1/31/2005

MCOP-0 (525a)

MEMORANDUM FOR Commander, 32nd MEDICAL BRIGADE, U. S. ARMY  
MEDICAL DEPARTMENT CENTER AND SCHOOL (ACS),  
ATTN: MCAT-OPS (No Rank Found No name  
Found), FORT SAM HOUSTON, TEXAS 78234-6100

SUBJECT: Request for Medical MED AUG Personnel, Medcom  
Tasker  
5123.03C.

1. REQUIREMENT: Provide medical MED AUG as indicated:  
71E, Rank CPT.

2. UNIT SUPPORTED: MULTINATIONAL FORCE-IRAQ (W3NG07).

3. PURPOSE AND INCLUSIVE DATES: Personnel identified to  
deploy to in support of OPERATION IRAQI FREEDOM 3. Dates  
are the following: 7/27/2005 to 6/10/2006.

4. SPECIAL INSTRUCTIONS: This is a WIAS tasker ISO OIF3.  
Control #: CT-MNFI-00022-03. AMD Number: MNF-I 3.5. AMD  
Position: SUR 03-014. IA Type: Officer. Grade Range: 03/05.  
Primary AOC Series: 71E-Clinical Lab. Alternate AOC Series:  
None. Duty Title: Blood Management Officer. Minimum  
Security Clearance: S Assigned CRC/IDS: CB02 - CRC Bliss  
Assigned CRC Report Date: 2005.07.027. LAD: 2005.04.10.  
Tour Length: 365 or until mission complete. Geographic  
Location: IZ- Baghdad, Iraq. Duty Description: Per AOC.  
Special Training Rqmts: NA Weapons Rqmt: 9MM Equipment  
Rqmt: Uniform is DCU. BDU is accept Uniform is DCU. BDU is  
acceptable if DCU is not available. IA will deploy with  
appropriate mission oriented protective posture (MOPP)  
gear, CTA50, ID/medical tags with chain, and personal  
comfort items to include medical blah blah blah, is anyone  
reading this? prescription/second pair of eyeglasses.  
Recommend 60 DOS prescriptions and 90 DOS of personal  
items. Passport Required: No. Visa Required: No. Other  
Special Rqmts: Upon arrival at MNF-I report to C1 MAJ  
Problem or CPT Caveman (DSN 318-123-1321). Messing  
Available: Yes. Lodging Available: Yes. Reporting  
Instructions: IAW HQDA Message DTD 25221ZMAR 03; Subject  
Reservations for CRC or Aircraft Transportation Support,  
you must make reservations for CRC Processing prior to your  
arrival by calling 1-800-582-5552 or email  
atac@hoffman.army.mil or you will be returned to home  
station. Personnel deploying must be qualified for overseas  
deployment prior to reporting to CRC. IAs with permanent  
profiles or pregnant are non-deployable. IA must meet blah  
blah blah . . . your memo will have a bunch of instructions  
and information about deployment requirements and POCs.

- o TCS
- o LAD
- o Immunizations Required
- o SRP Required
- o CRC/IDS Required

5. FUNDING: Use GWOT Funding

SUSPENSE FOR STANDARD NAME LINE TO MEDCOM: No later than 2/10/2005.

FOR THE DIRECTOR OF HEALTHCARE OPERATIONS:

BRADLEY D. FREEMAN  
COL, MS  
Commanding

ARTS is actually the AMEDD Resource Tasking System, a program which automates the tasking process at higher levels. Your deployment came down through ARTS.

Once you are identified, S3 enters your name into the system and types it into the ARTS Memo, which you can use prior to receiving orders to facilitate your processing.

Note to self: Ask  
Brigade why this  
memo is "for the  
BDE Cdr" . . .  
"from the BDE  
Cdr."

Your ARTS Memo will give you specific instructions about the requirements for your mission. It will tell you if you need a passport, special equipment, immunizations, etc. POCs are provided as well as transportation instructions.

# Deploying for DUMMIES

I can't take it anymore!  
Make the pain stop!

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## SRP Checklist Page 1

SRPing can be frustrating, but it is important to ensure you are ready to deploy. Call ahead before you visit an SRP site. Often, offices have very specific hours and some may have only one person qualified to help you (and today may be the day he's out having his bunion looked at). If you are deploying "short-notice" and run into snags, give S3 a call; we'll get the CG involved if we have to.



### READINESS AND DEPLOYMENT CHECKLIST

For use of this form, see DA PAM 600-81 AND AR 600-8-101; This form is subject to the Privacy Act of 1974, IAW PL 53-579, 1974. SEE 5 USC 552a; the proponent agency is ODCSPER MP-PRO

**AUTHORITY:** 10 USC Section 3013, Secretary of the Army, Army Regulation 600-8-101, Personnel Processing (In, Out, and Mobilization)

Processing; and EO 9397 (SSN).

**PURPOSE:** To provide a standardized means to evaluate readiness posture and validate military and non-military personnel for deployment.

**ROUTINE USES:** The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

1. DATE (YYYYMMDD)	2. NAME (Last, First, Middle)	3. SSN		
4. SERVICE AFFILIATION	5. COMPONENT	6. STATUS		
USA	USCG	TPU	RET	
USN	PHS	GUARD	IRR	NG10
USAF	NOAA	RESERVE	IMA	NG32
USMC	NON-MILITARY	AGR		
7. PAY PLAN/GRADE	8. Email Address	9. NON-MILITARY STATUS	10. TRAVEL STATUS	
DOD	CONTRACTOR	AAFES	a. UNIT ORDER	
DAC	RED CROSS	OTHER (Specify)	b. INDIVIDUAL	
11. DATE OF BIRTH (YYYYMMDD)	12. JOB TITLE/MOS	13. ASI	14. CITIZENSHIP COUNTRY	
15. LANGUAGE SPECIALTIES	16. DATE LANGUAGE CERTIFIED (YYYYMMDD)	17. DEPLOYMENT COUNTRY	18. PARENT UIC	
19. DUIC	20. UNIT DSN PHONE NUMBER	21. DATE OF ARRIVAL IN THEATER		

### 22. OVERALL STATUS OF EACH SECTION

a. Readiness Certification	b. Personnel	c. Finance	d. Legal
GO	GO	GO	GO
NO/GO	NO/GO	NO/GO	NO/GO
f. Training	g. Security	h. Medical	i. Dental
GO	GO	GO	GO
NO/GO	NO/GO	NO/GO	NO/GO

### SECTION I - DEPLOYMENT VALIDATION

**Part A. Accuracy Statement:** I understand I am certified for deployment and to the best of my knowledge, all information contained in this document is correct and current.

1. SIGNATURE OF SOLDIER 2. RANK 3. TITLE

**Part B. Commander's Acknowledgement:** (Commanders may approve a non-deployable individual for deployment based on the certifying official's recommendation, critically, mission needs, unless otherwise indicated.) I Acknowledge the SRP Sites findings.

4. PRINTED NAME (CDR or AG)	5. RANK	6. TITLE
7. SIGNATURE	8. ADDRESS	9. PHONE NUMBER
10. E-MAIL ADDRESS	11. DSN	12. FAX NUMBER

**Part C. Deployment Validation:** ALL READINESS requirements are updated and all DEPLOYMENT (theater specific) requirements are complete.

13. PRINTED NAME OF VALIDATING DEPLOYMENT OFFICIAL	14. RANK	15. TITLE
16. SIGNATURE OF VALIDATING DEPLOYMENT OFFICIAL	17. ADDRESS	18. PHONE NUMBER
19. E-MAIL ADDRESS	20. DSN	21. FAX NUMBER

The Readiness and Deployment Checklist is filed in the Deployment Packet to complete the action. A copy remains at the losing organization.

So it is written,  
So it shall be done.

Before you SRP, go to the Mobilization Office (bldg 367), 1-1355, M-F 0730-1630. They will enter you in their database and send you out to SRP (see next two pages).

Fill in the admin data at the top.

You sign this part at the end of the SRP to certify its accuracy.

Your commander fills this part out after you SRP to verify that you are deployable.

This is the last stop. The Mobilization Office will validate your SRP; bldg 367, room 201, 1-1355, M-F 0730-1630.



## SRP Checklist Page 2

NAME (Last, First Middle)

### SECTION II - PERSONNEL

1. Emergency Data Record, DD Form 93 review and update (initial and date copy) DP
2. SGLV Form 8286 and 8286A, FEGLI, review and update (initial and date copy)
3. ID Tags (two TAG sets w/chains)
4. Common Access Card: DD Form 2 (active/reserve), 1173, 1173-1 issued/DEERS up to date
5. ETS/ESA date pending within deployment period
6. Permanent Physical Profile 3 or 4 (MMRB pending or complete)
7. Single parent or military couple in adoption process (waivable)
8. Mother of newborn (first 4 months) (waivable)
9. Conscientious objector status: pending = GO, approved = consider duty restrictions
10. BT/AIT or equivalent training completed (includes OBC, WOBC)
11. All previous discharge certificates (DD Forms 214 or 220), if applicable
12. RC only upon alert: Mobilization Orders
13. DA CIV only: Deployment information in CIVTRACKS
14. Passport or Visa requested or in possession, if required (carried by person)
15. Sole surviving son or daughter (waivable)
16. Turkish or German citizen deploying through to that country
17. Former Peace Corps member (for deployment country only)
18. Former hostage/POW in deployment area (waivable)
19. Chaplain: Appointment or visit, if requested
20. Army Community Service: Family Support Group or ACS info provided
21. Approved Family Care Plan, DA Form 5305-R, if required
22. Project PERSTEMPO days and input into the PERSTEMPO web-site for all deployment
23. Emergency Essential Mobility Agreement (civilian only)
24. Lautenberg Amendment
25. Age 18 Standard for participation in combat

### SECTION III - LEGAL

1. Will Counseling or Education
2. Power of Attorney (POA)
3. Domestic violence investigation pending (weapon prohibition)

### SECTION IV - SUPPLY AND LOGISTICS

1. Personal military clothing, basic issue or like quantities
2. Organizational clothing and equipment issued for duty MOS
3. DD Form 2506, government provided storage of personnel items.
4. Weapon Issued, if applicable - **Serial Number:**
5. Theater specific clothing issued
6. Theater specific equipment issued

DA FORM 7425, MAY 2004

### Personnel

-For Individual (unit) personnel information to include PERSTEMPO, Family Care Plans etc., see Bn S-1 Located at bldg 2791, 1-0445; M,W,F 0800-1630; T 0730-1630, TH 0730-1300.

-For Emergency Data Record, DD form 93 review, SGLI update, see Enlisted and Officer Records located in Building 2263. Enlisted Records Rm 225, 1-1544 & Officer Records Rm 223, 1-2364. M, W, F 0900-1115 & 1300-1515; T, Th 0730-1115 & 1300-1515.

-For Common Access Card/DEERS: : Bldg 367, 1-0415, walk in M-F 0715-1030 & 1245-1440; appts M-F 1245-1500; soldiers mobilizing have priority during walk in times.

-For Passport or Visa: Requesting section, located in Bldg 367, 1-1629, walk in M-F 0715-1100 & 1300-1500

### Legal

Located in Building 134 on Stanley Rd.

-To schedule an appointment call 1-2353 or for assistance with general legal issues for pre-deployment walk-in M,T,F 0900-1100

-For Living Wills-Wed 0900-1100, 1330-1530

-For Power of Attorney- M-F 0800-1600

### Supply and Logistics

-For all equipment and clothing - CIF Bldg 2640, 1-3219 M-F 0630-1630. Sewing repair Bldg 2640, 1-4038 M-F 0715-1200 & 1300-1600.

-For storage of personnel items, see Transportation representatives Bldg 367, 1-1605 M-F 0715-1200 & 1300-1600

Which one would you like to wear to the theater?



That's not what they mean by "theater specific clothing!"





## SRP Checklist Page 3

If you can read this form, you don't need glasses.



### Training

See individual Company Training NCO or Orderly Room:

A: 1-1848  
B: 1-5458  
C: 1-0716  
D: DSN 88-736-3712

NAME (Last, First Middle)

SSN

### SECTION V - TRAINING

DEPLOYMENT VALID

GO NO GO DAY (YYYY)

1. Weapons qualification, if applicable
2. Military Drivers Licence (OF 346) Issued, if applicable
3. Force Protection Training administered
4. OPSEC/SAEDA Briefing
5. CTT completed, as required
6. Deployment Briefing to Family Members (only upon alert)
7. Safety and Local laws for deployment area briefing
8. Media Awareness Training
9. Theater specific training requirements completed
10. Briefings (UCMJ), Terrorist/Geneva Convention, Law of Land Warfare), as required (Soldiers and Sailors Relief Act, Reemployment rights, ESGR, **Medical Threat Briefing** Civilian or criminal matters impacting mobilization.

### Security

For security clearance information, Security Manager Mr. Lewis located at Building 2840, 1-8200

### SECTION VI - SECURITY

1. Security clearance meets requirement for duty position
2. Security clearance meets requirement for deployment mission

### SECTION VII - MEDICAL

1. Shot record, International Certificate of Vaccination, PHS 731
2. Immunizations current (DD Form 2766)
3. Current DA Form 7349 on hand (USAR)
4. Human Immunodeficiency Virus (HIV) Antibody Test current, if required
5. DNA tissue sample on file AFIP, SF Form 600, if required
6. Exceptional Family Member
7. Medical Record Review
8. Female: Pregnancy Profile Yes/No
9. Current physical exam on hand: soldier found qualified
10. Issue single or triple flange ear plugs
11. Perform DD 2215 as a baseline hearing test
12. Hearing aid with extra batteries, if required
13. Physical Profile, temporary or permanent that restricts deployment?"
14. Completion of Medical Forms DD Form 2795 and 2797
15. Theater specific immunizations required for deployment area.
16. Prescriptions, sufficient supply; minimum 180 day if OCONUS)
17. Medical Warning Tags on hand or ordered

### Medical

-Immunizations, located at McWethy TMC, Bldg 1279, 5-4135.

-PPD: 0600-1430, M,T, F; on Wed 0600-1130.

-Small Pox: 1300 M and F only.

-Medical records screening and MODS/Pre-deployment update 0600-1430, M,T, F; on Wed 0600-1130

### Dental

Budge Dental Clinic located at Bldg 1278

-For CAT 4- walk in hours, 0700-0900, 1200-1430. All other dental CATs schedule exam at 5-4095

### SECTION VIII - DENTAL

1. Dental Record on file
2. Panorgraphic X ray
3. Dental Classification Date (1 or 2 = GO; 3 or 4 = NO GO)
4. Dental Classification. 3/4 Treatment Completed

### SECTION IX - VISION

1. Best Corrected Binocular Visual Acuity (no worse than 20/40)
2. Eyeglasses (two pair, one pair may be civilian style) if required
3. Protective Mask Inserts if required
4. Vision Readiness Classification (1 or 2 = GO; 3 or 4 = No GO)

### Vision

For pre-deployment vision exams, eye glasses etc.: Optometry located in McWethy TMC, bldg 1279.

Avoid Sickcall hours (0600-0730). Ideal hrs for walk in are 0730-1145, 1245-1500, 5-4861 or 6-9900

### SECTION X - Finance

1. Perform Pay Account Verification with each Soldier.
2. Print or review the Soldier's Master Military Pay Account.

DA FORM 7425, MAY 2004

### Finance

For pay verification, deployment entitlements etc.: located at Bldg 2263, M-F, 0715-1600, 1-1080

# Deploying for DUMMIES

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## CRC Request Form

S3 will e-mail you this form. Fill it out and email it as an attachment to [atac@hoffman.army.mil](mailto:atac@hoffman.army.mil). We recommend you send this form and call the CRC (1-800-582-5552) at least 9 days prior to your CRC report date.

NAME										Requirements				
Rank or Grade	Traveler's Last Name	Traveler's First Name	M.I.	Gender	SSN	Point of Contact's Phone	Point of Contact's E-Mail	Traveler Type (See Codes Below)	Attend CRC?	Flight Needed to Theater?	Authority / Type of Orders (See Below)	Destination Country	Date Reporting at CRC	
1	SPC	Doe	John	J.	M	123-45-6789	210-221-1234	<a href="mailto:john.doe@amedd.army.mil">john.doe@amedd.army.mil</a>	RA	1	1	TCS	IRAQ	26-Sep-04
2														
3														
4														
5														
6														

Traveler Types	Type of Orders	Traveler Types	Type of Orders
A Department of the Army Civilian	TDY Temporary Duty	A Department of the Army Civilian	TDY Temporary Duty
C Red Cross Representative	TCS Temporary Change of Station	C Red Cross Representative	TCS Temporary Change of Station
D Department of the Navy Civilian	ITO Invitational Travel Orders	D Department of the Navy Civilian	ITO Invitational Travel Orders
E Department of the Air Force Civilian	OTH Other Orders / Authority	E Department of the Air Force Civilian	OTH Other Orders / Authority
F Department of the Army Contractor		F Department of the Army Contractor	
G Department of the Navy Contractor		G Department of the Navy Contractor	
H Department of the Air Force Contractor		H Department of the Air Force Contractor	
I AAFES Civilian		I AAFES Civilian	
X All Other Civilians		X All Other Civilians	
RA Regular Army		RA Regular Army	
NG Army National Guard		NG Army National Guard	
V Army Reserve		V Army Reserve	
USN Uniformed Navy		USN Uniformed Navy	
USAF Uniformed Air Force		USAF Uniformed Air Force	

E-mail to: [atac@hoffman.army.mil](mailto:atac@hoffman.army.mil)  
Subject: CRC reservation

## CRC Schedule (Ft Bliss)

Individual replacements will spend two weeks (may change to one) at the CRC for deployments to combat theaters. Other deployment destinations may only require one week. Check the CRC websites for updated schedules and tons of useful information.

Ft Bliss:

<https://www.bliss.army.mil/387crc/default.htm>

Ft. Benning:

<http://www.infantry.army.mil/CRC/index.htm>

### CRC TRAINING SCHEDULE OVERVIEW

DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
IR ARRIVAL Inprocessing Welcome Briefs Medical Processing	SRP Medical Screening Dental Screening First Aid Training	DENTAC CIF OCIE ISSUE NBC/PATS CAC Cards	RANGE DAY PMI Weapons Qualification	MOB BRIEFINGS Chaplain Red Cross Safety Legal CI ESGR First Aid Training FP, Level I Briefing Class III Dental CIF (Make-up)	LAND NAV CLASSROOM	LAND NAV MOUNTED  LAND NAV (PE)
DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
DOWN	CONVOY OPERATIONS	CONVOY OPERATIONS	TRAFFIC CONTROL POINT	PMCS EQUIP/ FLIGHT PREP/WEEK2 MU TRAINING	WEEK 1 & 2 AAR FRAT BRIEF	

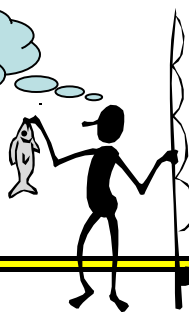
#### GIVEN MAXIMUM CAPACITIES:

SRP: 260 IRs/DAY  
CIF: 300 IRs/DAY  
PMI: 200 IRs/DAY  
NBC/PATS/CHAMBER: 400-700 IRs/DAY  
RANGE: 500 IRs/DAY  
FIRST AID: 250 IRs/DAY  
DBP BRIEFINGS: 950 IRs/DAY  
MEDDAC: 500 IRs/DAY  
DENTAC: 500 IRs/DAY  
PANOGRAPHS: 150 IRs/DAY

\* No IRs are allowed to depart until after 1100 hours, Saturday.

Note: For weeks with a Federal Holiday on a Monday (Holiday schedule), IR arrival & processing will take place on Monday.

Day 7, here I come!



# Deploying for DUMMIES

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**Passport Request** If you are greater than 45 days from your deployment and need passport, go to the passport office (bldg 367, M-F, 0715-1100 & 1300-1500). Bring of your Orders **or** your ARTS Memo. Also bring an official copy of your Birth Certificate (with raised seal; long-form required if born in TX or CA) **or** any previous passport. Bring picture ID as well. Recommend you also bring the application (see page 11). They will take your photo while you are there; bring some civilian clothes or you will have to wear the stand-by jacket.



DEPARTMENT OF THE ARMY  
YOUR COMPANY, ACADEMY BATTALION  
2108 9<sup>TH</sup> STREET, SUITE 105, BLDG 1385  
FORT SAM HOUSTON, TX 78234

MCSS-BRL-TR

MEMORANDUM FOR: Passport Services, Washington, DC.

SUBJECT: Request for Diplomatic/Official Passports with Visa

1. Request the person listed below be issued a passport with Visa

NAME: Doe, John, MIDDLE NAME

GRADE: E-6

SSN: 123-45-6789

DATE/PLACE OF BIRTH: 22 SEPT 69, SAN ANTONIO, TX

JOB TITLE: Signal Support Specialist

2. Travel to (foreign Country) and estimated travel dates. Will travel to (foreign Country) to do what...

YOUR COMPANY COMMANDER  
CPT, MS  
Commanding

If you don't have Orders **or** an ARTS Memo, you will need an application memo (S3 can e-mail it to you). Someone other than you must sign it (your commander, department chief, or Bn S3, whichever works best for you.)

Dear Passport Services,  
Please send Epstein an Official Passport  
Signed,



DEPARTMENT OF THE ARMY  
HEADQUARTERS ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
2250 STANLEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-5100

REPLY TO  
ATTENTION OF

MCSS-ADO

MEMORANDUM FOR: Passport Services, Washington, D.C.

SUBJECT: Expedite Processing of Official Passports

1. Please expedite the processing of a passport for the individual listed below:

NAME: Jefferson, Weezy

GRADE: E-4

SSN: 123-45-6789

DATE/PLACE OF BIRTH: 8 March 1979/Charleston, SC

JOB TITLE: EMILPO Clerk

2. Travel is projected to Antarctica. Estimated travel dates are 12 December 2004 to 14 June 2005. Will travel to Antarctica to conduct Medical Augmentation to Joint Task Force- Penguin Freeze operations in Antarctica.

3. If additional information is needed, please contact SPC Moore at 210-221-3712.

GEORGE W. WEIGHTMAN  
Major General, USA  
Commanding

## Expedited Passport Request

If you are within 45 days from your deployment and need a passport, you will need a memo signed by the CG (see example to the right) and an accompanying DA Form 4187. S3 will construct and process this paperwork for you. The memo will expedite the process; however, it still may take up to three weeks for you to receive your passport.



# Deploying for DUMMIES

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## Passport Application

To speed up the process, go to

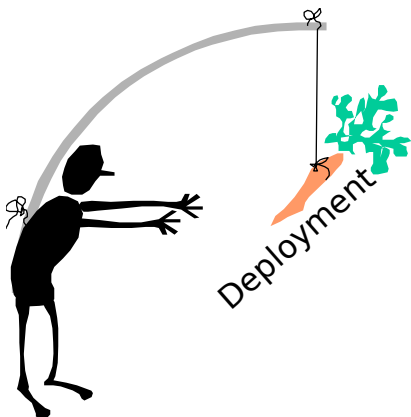
[https://pptform.state.gov/\(1jzvqx3fnamqso21t3xppgac\)/DS11/MainDS11.spx](https://pptform.state.gov/(1jzvqx3fnamqso21t3xppgac)/DS11/MainDS11.spx)

Fill out the application, click "Create Form," print form, and bring to bldg 367. The address for "Mail Passport To" is

PASSPORT OFC/TRANS DIV  
BLDG 367 STANLEY RD  
FORT SAM HOUSTON, TX 78234-5002

## OCONUS TDY Memo

If you will travel OCONUS on your TDY (i.e. UFL, RSO&I), The CG must approve your TDY. S3 will generate this memo and take it to the AMEDDC&S XO with your 1610.



Don't give up . . . you're almost there!



REPLY TO  
ATTENTION OF

MCCS-HTU

7 June 2004

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
2250 STANLEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-5100

MEMORANDUM FOR: Commander, US Army Medical Department Center and School and Fort Sam Houston (MCPS-BHR-HT)

SUBJECT: Request Approval of OCONUS TDY Travel and Appropriate Clearances

1. Request for approval of OCONUS TDY travel to the Republic of Korea is submitted IAW AR 55-46 and DOD Foreign Clearance Guide.

a. Doe, John J., COL, 123-45-6789, Clinical Consultant to the Dean, Academy of Health Sciences, US Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston, Texas.

b. Traveler's clearance: Secret

c. Date and place of birth: 22 May 1958, Toledo, OH

d. Passport number and date/place of issue: N/A

e. Scheduled departure o/a 10 June 2004 for 111 days.

f. Commercial air will be requested.

g. Proposed itinerary:

SM will depart Fort Sam Houston, TX o/a 10 June 2004 to ensure arrival in Seoul, Korea on 11 June 2004. SM will redeploy to PDS o/a 29 September 2004.

h. To provide medical backfill on the Korean peninsula for doctors departing early to attend Graduate Medical Education in CONUS.

i. No classified information will be disclosed or disseminated.

j. This TDY is funded by 18<sup>th</sup> MEDCOM

k. Logisitic support requested: NA

l. First class accommodations approved: NA

m. Physical profile: 111111

h. Essentiality for a senior official to travel: NA

i. Date and length of last visit to this area: Never

j. Implication if travel is disapproved: Mission will not be supported IAW MEDCOM directed support

k. HIV testing: June 2004

l. Justification for not meeting required lead time: Short suspense

m. The DD Form 1610 is enclosed.

2. The point of contact for this memorandum is SSG Kozak at 1-3708.

PATRICIA DARNAUER  
LTC, MS  
Executive Officer

Encl - 4  
DA 1610  
Area specific brief memo  
ARTS memo  
Funds site

# Deploying for DUMMIES

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## Security Clearance Memo

You can get this memo from Mr. Lewis (bldg 2840, 1-8200) Bring it to S3; we need it to process your orders.

## Area Specific Briefing

Mr. Lewis will also give you an area specific briefing (most Tues and Thursdays at 1000 and 1400), accompanied by the memo below. S3 also needs this to process your orders. Call ahead, Mr. Lewis needs some info a few days in advance.



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
FORT SAM HOUSTON, TEXAS 78234-5018

MCCS-GSO (380-67)

08 April 2004

MEMORANDUM FOR USAE HQ Central Command (W4FGAA), ATTN: Security Manager

SUBJECT: Security Clearance Verification Letter

1. The following security clearance information for a representative of the U.S. Army Medical Department Center and School is as follows:

DOE, JOHNJ, MSG, 123-45-6789  
SECRET Clearance granted 11 AUG 1997, by CDR CCF  
NAC Investigation completed 23 APR 1987, NACLC OPENED 07 JUL 2003 BY DSS.

2. The point of contact is Mr. Elbert Lewis at 210-221-8200/8199, DSN 471-8200/8199.

ELBERT L. LEWIS  
Security Manager  
AMEDDC&S



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
FORT SAM HOUSTON, TEXAS 78234-5018

REPLY TO  
ATTENTION OF

MCCS-BHR-SMP (380-67)

21 JAN 2003

MEMORANDUM FOR RECORD

SUBJECT: Antiterrorism and Force Protection Briefing for DCONUS Travel

1. This is to certify that the below named individual received the required LEVEL I ANTITERRORISM and FORCE PROTECTION (AT/FP) briefing, per DODI 2000.16 dated 08 JANUARY 2001, for travel DCONUS. The date of the briefing was 10 JANUARY 2003

NAME: LAST FIRST MIDDLE INITIAL RANK SSN

2. This briefing is valid for travel to all threat levels to include NEGLIGIBLE, LOW, MEDIUM, HIGH, and CRITICAL for a period of ONE YEAR, to expire on 09 JANUARY 2004.

3. Current area specific information for the KOREA required handouts GTA 19-4-3 and GTA 21-3-11, were provided. Additional information for countries not listed may be obtained by contacting the certified instructors listed as points of contact, or by accessing the DoD Foreign Clearance Guide on the WEB at: <http://www.fcg.pentagon.mil>

4. Internet access to required Force Protection handouts and current travel warnings is: <http://www.dtic.mil/fcs/force-protection>, click on DoD Training Requirements, scroll to the bottom of the page and click on each of the three listed items. The State Department key will allow you to access the Services, then travel warnings for current information.

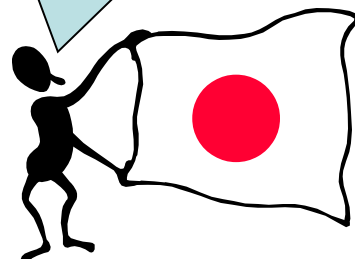
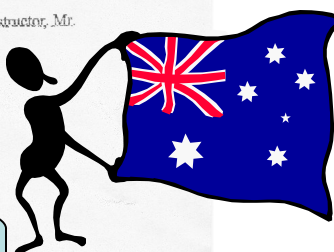
5. Points of Contact for this action are certified Anti Terrorism Force Protection Instructor, Mr. Elbert L. Lewis at (210) 221-5022, DSN 471-5022.

Elbert L. Lewis  
ELBERT L. LEWIS  
Security Manager  
AMEDDC&S

Watch out for Bigfoot and his cousin, the Abominable Snowman. Always check your beer for mice, eh? Hockey pucks hurt, but our drugs are cheaper.



Godzilla, Kamikaze, The Great Muta . . . Everything here can hurt you . . .



Things to avoid: Crocs, poison snakes, Mick Dundee, spiders, dangling Steve Irwin's baby over an alligator . . .



## Theater and Country Clearances

Your ARTS memo will tell us if you need one or both of these clearances. If you are deploying to Honduras (JTF-B) you will need both. S3 will process the requests below and you will receive an e-mail with similar info stating that you are cleared to enter the theater or country.

## Theater Clearance Request

## Country Clearance

FM USAMEDCOM FT SAM HOUSTON TX//MCOP-0//  
TO RUMIAAA/USCINCSO MIAMI FL//J32/SCSG/J1//  
RUEAHNB/CDRJTF-B MAXI SOTO CANO AB//J32/MEDEL//  
BT  
UNCLAS

MSGID/GENADMIN/MEDCOM MCOP-0//  
SUBJ/REQUEST FOR THEATER-COUNTRY CLEARANCE//  
RMKS/1. REFERENCE MESSAGE 191300JUL01, CJTF-  
BRAVO, DEROS ROSTER,  
DEPLOYMENT MANNING DOCUMENT FOR PERSONNEL  
DEPLOYING IN SUPPORT OF JOINT TASK FORCE BRAVO

2. REQUEST THEATER-COUNTRY CLEARANCES BE GRANTED  
TO THE FOLLOWING  
INDIVIDUALS DEPLOYING TO HONDURAS AS A **Medical  
Supply Specialist**.

A. NAME: Mervin, Janet, SSN: 123-45-6789, AOC:  
**91J**, CLEARANCE: **SECRET**, SRP QUALIFIED: **YES**, Unit  
assigned: **B.Co LOG Branch Academy Battalion**,  
REPORT DATE: **24 Oct 04**, END DATE: **18 APR 05**,  
PARA/LINE NUMBER: Cxxx-xx (if applicable).

3. DEPLOYING PERSONNEL LISTED ABOVE HAVE RECEIVED  
THE PREVENTIVE MEDICINE FOR US FORCES/PERSONNEL  
DEPLOYING TO CENTAM IAW USCINCSO MESSAGE  
191929NOV98.

4. PERSONNEL LISTED ABOVE HAVE RECEIVED THE FORCE  
PROTECTION ANTI-TERRORISM LEVEL I TRAINING,  
INTRODUCTION TO TERRORISM AND SELF- PROTECTIVE  
MEASURES AGAINST TERRORISTS (PART 1 AND 5).

5. STATEMENT OF PREPAREDNESS: DEPLOYING PERSONNEL  
ARE PREPARED TO CONDUCT THEIR MISSION IN THE  
SOUTHCOM AND HAVE COMPLETED ALL PRE-DEPLOYMENT  
FOR PROTECTION/ANTI-TERRORISM TRAINING  
REQUIREMENTS, TO INCLUDE HUMAN RIGHTS TRAINING.

6. PLEASE FORWARD THE APPROVED THEATER CLEARANCE,  
TO THIS HQS, ATTN: MCOP-0.  
7. OUR POINT OF CONTACT IS MR TOM HURLEY, CURRENT  
OPERATIONS BRANCH, OPERATIONS DIVISION, DSN 471-  
6065 OR COMMERCIAL (210) 221-6065. OUR FAX NUMBER  
IS DSN 471-6066 OR COMMERCIAL (210)  
221-6066. Send response to unclassified EMAIL  
ADDRESS at: [eugene.johnson@jtfb.southcom.mil](mailto:eugene.johnson@jtfb.southcom.mil) or  
classified at :  
[thomas.hurley@samhouston.army.smil.mil](mailto:thomas.hurley@samhouston.army.smil.mil).

BT  
#0242

S3 cannot complete this request until we have your passport # and your 1610 completed.

SUBJECT: Special Area/Country/Theater Clearance Request for Honduras

### 1. REQUESTING UNIT OR FACILITY:

- a. **HHD/S-1, Academy Battalion Branch Academy Battalion(W3VZ9K**
- b. **Fort Sam Houston, TX 78234**
- c. **FAX Number: (Commercial) (210) 221-0624**
- d. **Commercial Number: (210) 221-1087 DSN: 471-1087**
- e. **E-MAIL: [sherri.jefferson@us.army.mil](mailto:sherri.jefferson@us.army.mil)**
- f. **POC for Clearances: Mr Lewis, Elbert, Security Manager**

### 2. UNIT OR FACILITY TO BE VISITED:

- a. **JTFB MEDEL, Soto Cano AB**
- b. **Location: Soto Cano AB, Honduras**
- c. **In-Country Point of Contact: ???**

### 3. DATE(S) OF VISIT FOR EACH LOCATION:

- Depart: Fort Sam Houston, TX**
- Arrive: Fort Benning, GA**
- Depart: Soto Cano AB, Honduras**
- Arrive: Fort Benning, GA**

### 4. TYPE OF VISIT: Tasking from MEDCOM Operations to deploy to JTF-B MEDEL for 6 months.

### 5. PURPOSE OF VISIT: Provide support for JOINT TASK FORCE MEDICAL ELEMENT JTFB.

### 6. ANTICIPATED LEVEL OF CLASSIFIED MATERIAL TO BE INVOLVED: None

### 7. SYSTEM OR PROGRAM INVOLVED: Support

### 8. PARTICULARS OF 1 VISITOR:

- (a) NAME: **SPC Jefferson, Sherri**
- (b) DOB: **18 Mar 1984**
- (c) POB: **Charleston, S.C.**
- (d) SECURITY CLEARANCE: **Interim Secret** DATE GRANTED: **30 Nov 04**  
AGENCY: **CDR CCF**
- (e) SSN: **123-45-6789**
- (f) NATIONALITY: **USA**
- (g) TOURIST PASSPORT NUMBER: **123456789**
  - (1) Date of Issue (DOI): **17 Dec 04**
  - (2) Date of Expiration (DOE): **16 Dec 09**
  - (3) Place of Issue (POI): **US Consulate, Houston, TX**
- (h) POSITION: **E-MILPO Clerk**
- (i) UNIT: **HHD/S-1, Academy Battalion(W3VZ9K)**  
**ATTN: MCCS-ADP**  
**Fort Sam Houston, Texas**

(j) Date Visitors will complete the Anti-Terrorism/Force Protection (AT/FP) Awareness Training/Foreign Travel Briefing: **29 Sep 04**

### 9. REMARKS AND AMPLIFYING DATA:

E-Mail to: [eugene.johnson@jtfb.southcom.mil](mailto:eugene.johnson@jtfb.southcom.mil)



Legal  
Bldg 134

One Stop  
Bldg 367

Personnel/  
Finance  
Bldg 2263

BN S1  
Bldg 2791

Aabel Hal  
Bldg 2840

CIF  
Bldg 2640

McWethy TMC  
Bldg 1279  
&  
Budge Dental  
Bldg 1278

BN S3, S4  
Bldg 1385



## Your Triumphant Return

Welcome back! I hope everything went well on your deployment. If you left through the CRC, you had to return through the CRC to reverse the processing and turn-in equipment you may have acquired there. Regardless of how you deployed, you ultimately made it back to Fort Sam. Here are a few more things we need from you:

- 1) Stop-by or call your company. They need to know that you returned safely. Often, deployed soldiers don't come back exactly when we expect them, so let them know when you return. Your company will then let S3 know.
- 2) Go to the TMC to complete a post-deployment medical screening. We need to make sure you didn't bring back a nasty case of leprosy.
- 3) Complete an AAR of your deployment process and e-mail it to Bn S3 2526<sup>TH</sup> MEDBNTASKING@AMEDD.ARMY.MIL. This is the format:



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, ACADEMY BATTALION, 32d MEDICAL BRIGADE  
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
2108 9<sup>TH</sup> STREET, STE 105, BLDG 1385  
FORT SAM HOUSTON, TEXAS 78234-5105

MCCS-HI

04 March 2004

MEMORANDUM FOR Commander, Academy Battalion, Attn: Battalion Operations Officer

SUBJECT: Operation Enduring Freedom Deployment After Action Review (AAR)

1. Listed is an After Action Review (AAR) for deployment from Fort Sam Houston into the Afghanistan Theater of Operation through the CONUS Replacement Center (CRC) Fort Benning, Georgia.
2. The overall deployment process went smooth with relatively few exceptions. One area that was an absolute positive throughout the pre-deployment phase was the performance of the Academy Battalion S3 shop. Their hard work and dedication to mission accomplishment were one of the reasons that the deployment went well. (Your check is in the mail).
3. After Action Review:
  - a. Pre-Deployment:
    - Issue:
    - Discussion:
    - Recommendation:
  - b. Deployment:
4. Point of Contact: this memorandum is the undersigned at 221-1234, John.Doe@cen.amedd.army.mil.

/Original Signed/  
JOHN J DOE  
CPT, MS  
Your Position



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